

Michael Q. Hooks, Ph.D., CA

Dr. Michael Hooks has been at the Jet Propulsion Laboratory (JPL), California Institute of Technology, since 1989. He currently is the Supervisor of the Archives and Records Group, in the Library, Archives, and Records Section; as well as the JPL Chief Archivist, Installation Records Manager, Process Owner of the Provide Institutional Archival Information Services Process, and Technical Manager of the JPL Records Management/Archives Services Contract. In addition, he is actively supporting the Knowledge Management activities of both JPL and NASA. Dr. Hooks, whose doctorate is in history from Texas Tech University, is a Certified Archivist. He holds memberships in the Academy of Certified Archivists, Society of American Archivists, and Society of California Archivists.

“The Challenges and Opportunities for Records Management
at the
Jet Propulsion Laboratory”

Dr. Michael Hooks will provide an overview of records management activities at the Jet Propulsion Laboratory. In his presentation, he will discuss both the challenges that he faces in ensuring that engineers and scientists are aware of and follow the guidelines of the JPL records management program, as well as opportunities that help him obtain their cooperation.